ALTERNATE ASSESSMENT & ACCOUNTABILITY FOLDER (AAAF)

COMPONENTS of the AAAF

As part of the Alternate K-PREP, the Kentucky Department of Education (KDE) shall require each teacher to maintain a AAAF folder for each student participating in the Alternate Assessment. This folder will support the submitted alternate assessment samples and can be used by KDE for potential audits and observations of student work. The contents of the AAAF are expected to address all the alternate assessment requirements for the student's grade level. Items that should be included in the AAAF are as follows:

Student Information Page (REQUIRED: found in AAAF Page/Alternate K-PREP web-page)

Teacher Code of Ethics (found in Alternate K-PREP Forms)

Teacher Quiz Certifications (quizzes provided with Alternate Assessment Trainings)

ATTAINMENT TASKS DOCUMENTATION:

SECTION 1: A work sample (Reading, Mathematics, Writing and Science 1, 2 and 3) (Social Studies 1 and 2). WORK SAMPLES MUST INCLUDE THE FOLLOWING:

- Name

- Date

- Grade

- Content Area

- Standard (ex: 4.1 Grade 4 standard 1)

- Score

SECTION 2: A work sample (Reading, Mathematics, Writing and Science 4, 5 and 6). (Social studies will have standards 3 and 4 represented in this section.

WORK SAMPLES MUST INCLUDE THE FOLLOWING:

- Name

- Date

- Grade

- Content Area

- Standard (ex: 4.1 Grade 4 standard 1)

- Score

SECTION 3: Scores from Test Window 1 and Supports Sheet (If one was needed).

SECTION 4: Scores from Test Window 2 and Supports Sheet (If one was needed).

SECTION 5: Anecdotal Notes

TRANSITION ATTAINMENT RECORD (TAR) DOCUMENTATION:

(TAR APPLIES TO STUDENTS IN GRADES 8, 10 and 11 ONLY)

SECTION 6:

- Documentation concerning meeting held to complete the record (i.e., who, where, and when)

- Anecdotal Notes

- Location where the supporting documentation is stored (e.g., IEP data in Due Process Folder)

- Original completed Transition Attainment Record document

STORAGE of the AAAF

The AAAF shall be kept at the school of accountability (A-1 school), since the folder is created each year that the student participates in the alternate assessment program. The folder does not move with the student. District-operated, special education programs can retain the AAAF folders and do not have to return them to the A-1 school.

Storage of the AAAF shall be in the secure area specified by the district for other confidential information, such as the IEP. It is recommended that the AAAF should be maintained (kept) for two years before it is destroyed or released permanently to a parent or guardian. Copies of the AAAF may be provided to parents based on school and district policy while the folder is active.